



# Registering for SCAQMD's Rule 1403 Notification System

Starting November 1, 2016, all Rule 1403 **Asbestos Removal and Demolition Notifications** must be submitted to SCAQMD through a new **web-based online application**.

1. **Go Online**

Go to <https://xappprod.aqmd.gov/cromsp>, click "Not Registered? Create an Account", complete the information as requested and print the registration materials.

2. **Complete the Subscriber's Agreement (see next page for instructions)**

Locate the Subscriber's Agreement in the printed registration materials. This document is to be completed by all users. Some portions of the document require handwritten entries; the document must also be signed in the presence of a Notary Public. See the **Completing the Subscriber Agreement** section below for more information.

3. **Complete the Signing Authoring Agreement (see next page for instructions)**

Locate the Signing Authority Agreement in the printed registration materials. This document is to be completed and signed only by individuals signing and submitting the Notifications for their company. See the **Completing the Signing Authoring Agreement** section below for more information.

4. **Either:**

**Bring the registration package to one of the no-cost registration assistance sessions for an overview of the new system and for no-cost notarization of the registration package at:**

South Coast AQMD  
21865 Copley Dr.  
Diamond Bar, CA 91765

**-or- Mail the completed, notarized registration package to SCAQMD via USPS, UPS, FedEx, DHL, etc., at:**

Rule 1403 Notification  
Electronic Reporting Verification  
South Coast AQMD  
21865 Copley Dr.  
Diamond Bar, CA 91765

5. **SCAQMD Review**

SCAQMD staff will review each registration package to verify that the person submitting the package is authorized to represent and sign Notifications electronically for the abatement and/or demolition company with the user's login credentials.

6. **SCAQMD Approval**

SCAQMD staff will acknowledge by email the successful completion of the registration process and provide authorization to submit online Rule 1403 Notifications to SCAQMD.

## Completing the Subscriber Agreement

The Subscriber Agreement must be completed by anyone who will be **completing and paying for** Rule 1403 Notifications electronically for their company through the Rule 1403 Notification Web Application.

Most of the information in the Subscriber Information section is the same as that provided during the online portion of the registration. Please check this information to ensure that it is correct and matches the information provided during the online registration process.

Please enter the following information on the Subscriber Agreement from:

1. Application Request Type: Check **New** if you have never Registered with the South Coast Management District before to submit electronic reports (NOTE: Once you have registered, you can check **Modify** if you need to update any information in your Registration. You will need to check **Renew** only if you are renewing your registration).
  2. Print your name on the line where it says **(Subscriber)**
  3. Print the name of the Owner/Operator of the Company on the line **Name of the electronic signature holder**
  4. The Owner/Operator of the company must sign on the line **Signature of the electronic signature holder**
  5. Print the Title of the Owner/Operator who signed the form on the line **Official Title**, and fill in the **Date**
  6. You, the subscriber, will sign in the presence of a Notary Public on the line **Name of Signer**
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## Completing the Signing Authority Verification

This document must be completed by anyone who will be **Signing & Submitting** as well as completing and paying for Rule 1403 Notifications electronically for their company through the Rule 1403 Notification Web Application.

Most of the information in the Subscriber Information section is the same as that provided during the online portion of the registration. Please check this information to ensure that it is correct and matches the information provided during the online registration process.

Complete the following:

1. Check **New** if you have never Registered with the South Coast Management District before to submit electronic reports (NOTE: Once you have registered, you can check **Modify** if you need to update any information in your Registration. You will need to check **Renew** only if you are renewing your registration).
  2. Print your name on the line where it says **(Subscriber)**
  3. Review the Facility ID and Name of Facility under **Requested Facility** and ensure that they are correct.
  4. Print your name on the line **Name of Authorized Official.**
  5. Sign your name on the line **Signature of Authorized Official.**
  6. Print your Title on the line **Official Title**, and fill in the **Date.**
  7. The name of the Owner of your company, or their Representative, is printed on the line **Name of Authorizing Official.**
  8. The Owner of your Company, or the Company Representative, must sign on the line **Signature of Authorizing Official.**
  9. Print the Title of the Owner or Company Representative on the line **Authorizing Official's Title** and fill in the **Date.**
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If you have questions regarding online registration or submittal of R1403 Notifications, please contact Christopher Ravenstein, Staff Specialist, Toxics & Waste Management, SCAQMD, at [cravenstein1@aqmd.gov](mailto:cravenstein1@aqmd.gov).